



How do I edit the answers for the custom questions?

Last Modified on 15/09/2021 3:33 pm AEST

1. Click the arrow against **Memberships**, then click on **Members**.
2. Under the **Member list** tab, search for the member in the member list.
3. Click **VIEW** against the members profile.
4. Click on the **MEMBER ACTIVITY** tab.

The screenshot shows a member profile for Daniel Bignell, born 1 July 2010, with an 'Active' status. Below the profile, there is a navigation bar with tabs: Member Details, Member Activity (highlighted with a red box), Orders/Transactions, Memberships, Events, and Documents.

5. Within the **FORMS** tab, click on the drop down arrow against the relevant form.

The screenshot shows the 'Forms' tab selected. Below it is a table with columns: Form Name, Form Owner, and Form Type. The 'Form Name' column has a dropdown arrow highlighted with a red box.

Form Name	Form Owner	Form Type
Football Membership Form	GameDay Training	Membership Form

This will display the list of custom questions answered in the forms they have used throughout their history for that organisation.

The screenshot shows the 'Form Question Answers' section for the 'Football Membership Form'. It displays a table of questions and answers, with the table content highlighted by a red box.

Question Name	Question Text	Answer	Question Type	Date Answered	Action(s)
Do you have Coupon Code	Do you have Coupon Code	false	Checkbox	1 September 2021(AEST)	Edit
Do you have insurance?	Do you have insurance?	false	Checkbox	1 September 2021(AEST)	Edit

6. Click **Edit** to change the answer for that question.

Form Name	Form Owner	Form Type	Date Created	Date Completed
Football Membership Form	GameDay Training	Membership Form	1 September 2021 (AEST)	1 September 2021 (AEST)

Form Question Answers	Question Name	Question Text	Answer	Question Type	Date Answered	Actions
this is a list of all answered questions in this form	Do you have Coupon Code	Do you have Coupon Code	false	Checkbox	1 September 2021 (AEST)	Edit
	Do you have insurance?	Do you have insurance?	false	Checkbox	1 September 2021 (AEST)	Edit

7. Once changes have been made, click **Save**.

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